

# Montgomery County Fire and Rescue Service

## DIVISION OF OPERATIONS DIRECTIVE

**NUMBER: 15-01**

Date: September 9, 2015

**TO: All Operations Division Personnel**

**FROM: Division Stephen Jones**



**SUBJECT: Kelly Day Selection for CY2016**

It is time to submit your CY2016 Kelly Day selection preferences. The process will open by 0700 hours, Monday, September 21<sup>st</sup> and deadline for submission is 1700 hours, Monday, September 28, 2015.

Make your request based upon your anticipated shift and station assignment as of the September, 2015 transfer meeting. If you have any questions about your shift or station assignment, please contact your Battalion Chief.

As soon as the CY2016 Kelly Days are assigned, I will issue instructions for CY2016 vacation picks.

You *must* submit your Kelly Day selections electronically through the MCFRS web site at <http://www.mcfrsit.com/kellypicks>. The website will open Monday, September 21, 2015 by 0700 hours to accept your picks. Once you have submitted the form, a receipt screen will be displayed. You must print that receipt screen as your only proof of submission. You will be able to modify or change selections up until the closing date.

### KELLY DAY ADMINISTRATION CRITERIA

1. Kelly Days will be assigned based on service needs, rank, seniority, and specialty skills.
2. When personnel are transferred into vacant positions, they will be assigned the vacant Kelly Day at that station.
3. These rules apply to all personnel assigned to fire/rescue stations.
4. Personnel will retain the Kelly Day assigned to them, unless they are transferred, or an unusual situation occurs.
5. Personnel who wish to request a Kelly Day must complete the electronic form accessible on the MCFRS web site, using the instructions described above, by Monday, September 28, 2015 at 1700 hours. ***Selections will not be accepted after 1700 hours on Monday, September 28, 2015.***
6. Only personnel assigned to permanent positions will pick Kelly Days. Personnel who are in overage positions will be assigned Kelly Days when

they are placed in permanent positions. Those permanent positions will already have a Kelly Day assigned to them.

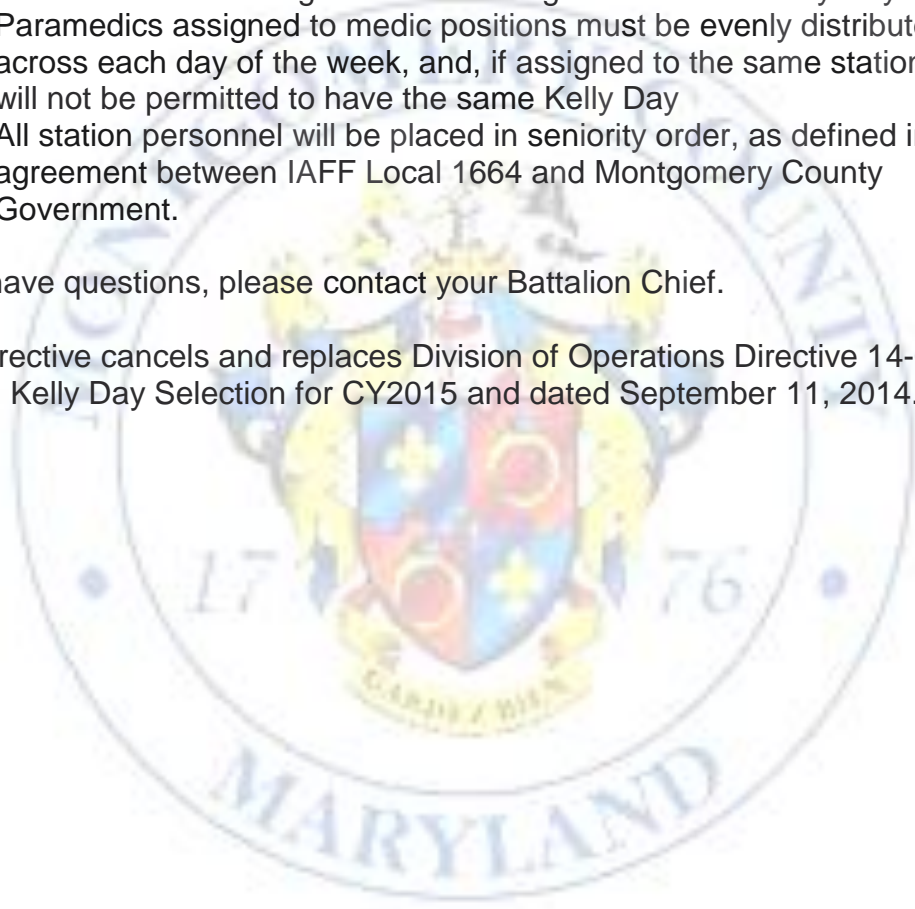
7. IAFF Local 1664 representatives are invited to observe the selection process.
8. Kelly Days will be posted on QuickLinks no later than October 5, 2015.

### **KELLY DAY SELECTIONS FOR CY 2016**

1. The ECC 12-Week Cycle for CY2016 for new Kelly Days takes effect January 24, 2016.
2. Personnel will be evenly distributed by rank, seniority, service need, and specialty skills.
3. In single officer stations, the officer and the Master Firefighter will not be assigned the same Kelly Day.
4. When more than one officer and more than one Master Firefighter are assigned to the same shift at the same station, not more than one officer and one Master Firefighter can be assigned the *same* Kelly Day.
5. Paramedics assigned to medic positions must be evenly distributed across each day of the week, and, if assigned to the same station, they will not be permitted to have the same Kelly Day
6. All station personnel will be placed in seniority order, as defined in the agreement between IAFF Local 1664 and Montgomery County Government.

If you have questions, please contact your Battalion Chief.

This Directive cancels and replaces Division of Operations Directive 14-01, entitled Kelly Day Selection for CY2015 and dated September 11, 2014.



<b>Issued:</b>	<b>Revised:</b>	<b>Rescinded:</b>
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